

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post U.S. Embassy	2. Agency STATE	3a. Position Number 358201- 101338, 358201-520052, 358201-101764, 358201-100957
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☒ Yes ☐ No If yes, please provide position number:

4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position _____
- ☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Dispatcher, FSN-1010	FSN-5	HR/OE	10/17/2019
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (<i>If different from official title</i>)	7. Name of Employee
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8. Office /Section Management Office	a. First Subdivision General Services Office
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Employee Signature	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Printed Name of Supervisor _____ Supervisor Signature
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head _____ Chief or Agency Head Signature	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Printed Name of Admin or HR Officer _____ Admin or HR Officer Signature
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13. Basic Function of Position Working in the Motor Pool unit of the General Services Office (GSO), the Dispatcher coordinates daily as well as advanced assignments for all drivers to schedule transportation for post personnel and official visitors.
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14. Major Duties and Responsibilities

_____ % of Time

Operations Management

65%

- Coordinates among users and drivers to meet requests and ensure efficient operations; handles emergency transportation requests as needed.
- Arranges work shifts, shuttle and other official trip schedules to meet all transportation needs.
- Serves as team leader to provide guidance and direction to chauffeurs on vehicle operations, safety measures, as well as specific instructions on transporting VIPs.
- Ensures drivers' appearance is presentable, and vehicles are clean and in good operational condition.
- Reports any inappropriate behavior and rule violation; ensures compliance with safety regulations.
- As back-up to the Motor Pool Supervisor, maintains training records and ensure that each operator's training status complies with the Department of State regulations.

Fleet Management

15%

- Analyzes fuel usage and vehicle maintenance data, periodically inspects vehicles, and develops vehicle rotation plans to enhance efficient fleet utilization.
- Submits vehicle mishap reports to supervisors within 24 hours; and reports all damage to US Government vehicles or properties, and when citations are issued to drivers.
- Participates in accident investigations.

Administrative Functions

20%

- Prepares periodic reports on trip scheduling, chauffeurs' shift work and performance.
- Prepares monthly bills to subscriber agencies.
- Assists with motor pool inventory and barcoding.
- Coordinates with repair facilities to send vehicles for routine maintenance.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required for Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Two years of professional driving experience in host country, plus one year motor vehicle dispatcher or fleet management experience is required.

c. Post Entry Training

- Motor Pool applications such as the Integrated Logistics Management System (ILMS) and Fleet Management Information System (FMIS).
- PA264 Motor Pool Training.
- PA519 Advanced Motor Vehicle Management Overseas.
- Smith System Vehicle Instructor Training.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

English level III (Good working knowledge) Reading/Writing/Speaking is required.



e. Job Knowledge

- Good knowledge of host country traffic laws, vehicle licensing, registration, and procedures.
- Detailed knowledge of host country streets, traffic patterns, and commonly visited locations.

f. Skills and Abilities

- A valid driver's license is required.
- Strong leadership, technical, and administrative skills.
- Basic keyboard skills and skills in Microsoft Word, Excel, and Outlook applications.

16. Position Element

a. Supervision Received

- Receives direct supervision from the Motor pool Supervisor

b. Supervision Exercised

Position does not directly supervise, but provides work guidance to, Motor Pool Chauffeurs.

c. Available Guidelines

14 FAM 400 Logistics Management.

d. Exercise of Judgment

- Must exercise independent judgment in setting work priorities.
- Must be able to identify problems quickly and determine the best course of action.
- Must be able to make effective and ethical decisions in the event of vehicle accidents to protect life and government property.

e. Authority to Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

- Excellent relationship with all levels of Motor Pool users.
- Communication with mechanics at local garages for vehicle repairs and maintenance.
- Airport personnel.

g. Time expected to Reach Full Performance Level

Six months.